

REQUEST FOR PROPOSALS



Geothermal Program for K-12 Schools

Alabama Department of Economic and Community Affairs

Energy Division

State Energy Program

Issue Date: December 22, 2009

Proposal Due Date: January 29, 2010

**STATE ENERGY PROGRAM (SEP)
Request for Proposals (RFP)**

Eligible Applicants

Eligible applicants include public school systems or private schools in Alabama.

Proposals

Each proposal submitted must contain one (1) original and two (2) copies.

Submission Information

All proposals must be received no later than 5:00 p.m., **January 29, 2010**, at:

By Mail:

ADECA - Energy Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA - Energy Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Late Proposals

Proposals submitted after the due date will not be considered. The Energy Division reserves the right to reject any incomplete proposals without review.

Questions

Questions pertaining to this RFP may be submitted by email or fax to Karl Frost, SEP Program Manager, at karl.frost@adeca.alabama.gov or (334) 242-0552.

Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon state receipt of federal funds awarded.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Summary

The Energy Division is soliciting proposals from K-12 public school systems or private schools in Alabama for the purchase and installation of closed-loop ground source heat pumps in schools located within their jurisdiction or on their campus.

The Alabama Department of Economic and Community Affairs (ADECA) - Energy Division manages the State Energy Program (SEP) for Alabama by authority of the U.S. Department of Energy (DOE). Each year the Energy Division develops and implements an energy efficiency plan that will reduce projected energy consumption in Alabama.

Projects under this Request For Proposals (RFP) will be funded, in whole or in part, with funds appropriated for SEP. SEP is a formula grant used to plan and implement energy programs in Alabama that are designed to achieve national energy goals such as lowering energy costs and consumption, decreasing reliance on imported energy, reducing impacts of energy production and use on the environment, and to increase energy security and reliability. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the SEP.

B. Project Goals

Proposals submitted in response to this solicitation should, to the maximum extent feasible, incorporate the goals and objectives of the SEP. Each goal or objective area should be addressed and briefly discussed as it relates to proposed activities.

Specific SEP goals or objectives addressed by a proposal warrant a broader discussion of how the proposed project will impact such goals or objectives and produce outcomes that can be reported using recommended metrics.

Proposals should be developed with thoughtful consideration being given to the applicable quarterly and annual reporting requirements contained in Part V.

The goals established for the SEP are:

1. Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government.
2. Reduce reliance on imported energy.
3. Improve the reliability of electricity and fuel supply and the delivery of energy services.
4. Reduce the impacts of energy production and use on the environment.

PART II – AWARD INFORMATION

A. Estimated Funding

\$135,000 has been allocated for the Geothermal for K-12 Schools Program.

B. Maximum and Minimum Award Size

- The maximum amount for an individual award made under this announcement is \$ 45,000
- The minimum amount for an individual award made under this announcement is \$ 27,000

C. Anticipated Number of Awards

Under this announcement, the Energy Division expects to make 3-5 awards.

D. Period of Performance

The Energy Division anticipates awarding grants to begin February 16, 2010 and to terminate no later than August 30, 2010, for an amount not to exceed the amount requested by the Offerer or that which is negotiated between the selected Offerer and the Energy Division.

E. Method of Payment

Payments shall be made on a cost-reimbursement basis over the course of the grant.

F. Prohibited Expenditures

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures; or
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

G. Cost Matching

There is a 25% cost match provisions required for grants made with SEP funds.

PART III – PROPOSAL CONTENTS

Each proposal submitted must contain one (1) original and two (2) copies of the following documents:

A. Letter of Transmittal

The letter of transmittal must include the following:

1. A brief statement of the work to be performed.
2. The total cost of the project and the amount of grant funds requested.
3. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.

B. Proposal Narrative

1. Title Page

Title of project, energy program area, name of Offerer's organization, local address, telephone number, email address, name of contact person(s), and date submitted.

2. School Energy Improvement Application – Addendum A

All fields must be completed in order to eligible for funding.

C. Attachments

Attachment A - *Project Budget*

The Project Budget should outline the expenditures for the project. Please reference Attachment "B" for a description of budget categories. Proposal preparation costs are not reimbursable.

Attachment B - *Budget Narrative*

The Budget Narrative is a detailed explanation of the expenditures outlined in the Project Budget.

Attachment C - *State of Alabama – Disclosure Statement*

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated, and notarized.**

Attachment D - *Offerer/Proposer Information*

The Offerer must submit an Offerer/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project.

Attachment E - *W-9 Request for Taxpayer Identification Number and Certification*

A completed and signed W-9 Request for Taxpayer Identification Number and Certification Form must accompany the proposal.

Attachment F - *Immigration Status*

A declaration that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

Attachment G - *Assurance of Compliance – Nondiscrimination in Federally Assisted Programs*

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the U.S. Department of Energy.

Attachment H - *Certifications*

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

Attachment J – *Standard Form - LLL Disclosure of Lobbying Activities*

If applicable, complete Standard Form – LLL (SF-LLL). Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit SF-LLL "Disclosure Form to Report Lobbying."

D. Other Requirements

NEPA

All Projects receiving financial assistance from DOE will be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Most projects will be categorically excluded from environmental assessment. The Energy Division will notify you in the event your project will require a full environmental assessment. Proposals should include a discussion of anticipated environmental impacts as described online at https://www.eere-pmc.energy.gov/NEPA_Act.aspx.

PART IV – PROPOSAL EVALUATION

Proposals shall be evaluated on the following criteria; therefore a concise discussion of each of these areas as they are applicable to the proposal is warranted. Poor performance implementing prior Energy Division grants may disqualify potential applicants from this solicitation.

Strategy

- Proposed plan to complete the project in an expeditious manner with a detailed description of deliverables and timelines for task completion
- Anticipated benefits in terms of:
 - Energy savings
 - Renewable energy development
 - Energy cost savings
 - Increased energy efficiency
 - Reduction of reliance on imported energy
 - Improving the reliability of electricity and fuel supply and the delivery of energy services
 - Reducing the impacts of energy production and use on the environment
- Discussion of and potential for sustainability
- Ability to extend the impact of funds provided
- How well the proposal addresses the goals and objectives of the SEP

Target Audience

- Description of the target audience
- Proposed mechanism to reach audience
- Description of how benefits will be measured

Scope of Work

- Outline in detail all services to be performed
- Realistic time estimates for each work task
- Clearly defined, quantifiable and measurable task elements, with clearly stated goals and objectives
- Description of each energy improvement to be accomplished including cost, savings, and payback
- Suitability of proposed energy improvements for application
- Description of method(s) for measuring program effectiveness and disseminating results of program(s)
- Discussion of how program will be implemented and what procedures will be developed to ensure milestones will be achieved

Background and Experience

- Qualifications, training, educational background and experience of proposed project staff
- Experience conducting similar programs

Budget

- Budget for proposed project is appropriate and reasonable
- Cost breakdown for each proposed task
- Ensure the 25% match requirement can be met

Category: **Geothermal for K-12 Schools Program**

Reviewer:

Proposer:

Date:

Requested Budget: \$

Recommended

Budget: \$

Eligible: ☐ Ineligible: ☐ Reason: _____

I. Technical Criteria (75 possible points)

Score Possible

Extent of benefits and how well the proposal addresses the goals and objectives and how well the proposal addresses the goals and objectives of the SEP. <i>SEP Goals: energy cost savings, increased energy efficiency, reduction of reliance on imported energy, improving the reliability of electricity and fuel supply and the delivery of energy services, and reducing the impacts of energy production and use on the environment.</i>		<u>20</u>
Description of each element to be accomplished. Task elements should be quantifiable, clearly defined, and measurable; clearly stated goals and objectives.		<u>15</u>
Proposed plan to complete the project in a timely manner. Detailed description of deliverables and time lines for task completion.		<u>10</u>
Methods for measuring program effectiveness and benefits, disseminating results of program(s), target audience, and proposed mechanism to reach audience.		<u>10</u>
Qualifications and experience of Offerer in proposed project.		<u>10</u>
Potential for sustainability and the ability to extend the impact of funds provided		<u>10</u>

II. Cost Criteria (25 possible points)

Appropriateness for project and cost breakdown for each proposed task.		<u>15</u>
25 % match requirement has been met		<u>10</u>

Total Points: **100**

NOTES:

PART V – AWARD ADMINISTRATION INFORMATION

A. Quarterly Reports

The key activities and outcomes to be reported by subgrantees will vary by program or project type. The Energy Division will provide additional information on reporting requirements for selected proposals. In addition to standard management and financial reporting requirements, the following information, by program type, will be required in quarterly program status reports as appropriate and applicable to the proposed project:

Expenditures

- Expenditures for project activities
- Expenditures for administration
- Leveraged funds

Building Retrofits

- Number of buildings retrofitted, by sector
- Square footage of buildings retrofitted, by sector

Energy Efficiency Rating and Labeling

- Types of energy consuming devices for which energy efficiency rating and labeling systems were endorsed by the state government, schools, or institutional procurement
- Number of units purchased, by type (e.g., vehicles, office equipment, HVAC equipment, streetlights, exit signs)

Renewable Energy Market Development

- Number and size of other renewable energy systems installed

Job Creation

- Number
- Type
- Duration

B. Annual Reports

The key activities and outcomes to be reported by subgrantees will vary by program type. The Energy Division will provide additional guidance on reporting requirements. In addition to standard management and financial reporting requirements, the following information, by program type, will be required in an annual report as appropriate and applicable to the proposed project:

Energy Savings (kwh equivalents)

- Annual reduction in natural gas consumption (mmcf)
- Annual reduction in electricity consumption (MWh)
- Annual reduction in electricity demand (MW)
- Annual reduction in fuel oil consumption (gallons)
- Annual reduction in propane consumption (gallons)

Emissions Reductions (CO₂ equivalents in tons)

- Carbon
- Sulfur dioxide
- Nitrogen oxide
- Carbon monoxide

PART VI – OTHER INFORMATION

A. Right to Reject

The Energy Division reserves the right to reject any and all proposals submitted and to request additional information from all Offerers. The Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the Energy Division, is determined to be the best qualified and whose proposal best meets the needs of the Energy Division. The Energy Division reserves the right to negotiate with any Offerer(s). The Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

B. Proprietary Information

The information contained in the proposals will be public information unless a specific request is made to keep specific information confidential. If a proposal contains any information that the Offerer does not wish to have disclosed to the public or used by the Energy Division for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to applicable state and federal laws. Proposals and supporting materials submitted shall become the property of the Energy Division.